Minutes

Steering Committee Meeting

Meeting called by:	Peter Croteau
Type of meeting:	Scheduled Periodic Meeting
Facilitator:	Dennis Roffman
Note taker:	Brian Smith

Attendees:	Pat Harte – City of Manchester
	Linda Farrell – Dept. of Safety Business Office
	Denise Bodwell – Title DMV
	Tom Hettinger – DMV
	Chuck DeGrace – Dept. of Safety IT
	Virginia Beecher – DMV
	Mary Kurkjian – Bearing Point
	Rachel Henderson – Bearing Point
	Dennis Roffman – Dept. of Safety IT
	Jim Bronson – Dept. of Safety IT
	Brian Smith - Dept. of Safety IT
	Peter Croteau – Dept. of Safety IT
	Lynda Mower – NHCTCA
	Bonnie Bernard – DMV
	Art Garlow – DMV
	Tony Schaffer – City of Manchester
	Kirsten Hale – DMV

Agenda Topics

I. Schedule

- The XML Interface and Low Level Design tasks are on schedule for their completion date.
- Application development is scheduled to start after July 18.

Action Items:	Person responsible:	Deadline:
- None		

II. Recent Accomplishments

- Bearing Point updated UI and Data Model to accommodate required changes found in Low Level Design.
- Bearing Point updated System Design from DOS IT Team feedback.
- IT completed LLD for MAAP interface to IDMS using table procedures.
- IT designed and tested credit card processing prototype.

Action Items:	Person responsible:	Deadline:
- None		

III. In Progress

- The final XML specification is being completed by BearingPoint.
- A new group of contract developers are scheduled to begin coding the applications upon the completion of all Low Level Design.

Action Items:	Person responsible:	Deadline:
- None		

IV. Technical Team Status

- Safety IT continues to meet with vendor/city developers to discuss and resolve issues.
- Registration form printing requirements have changed. We will no longer be using the current IBM printers. In order to comply with the On Board Diagnostics System, Project 54, PRISM, and other projects MAAP will need to print 2D bar code on registration certificates. New printers need to be selected that can print the bar code data.
- The network connectivity has been defined. A diagram and documentation will be published on the MAAP web site.
- A high level plan for the XML testing and certification platform is completed. This plan will be refined and ready for vendors/cities to begin testing on January 2004.

Action Items:	Person responsible:	Deadline:

• Publish network connectivity diagram	J Bronson / B Smith	July 2003

V. Implementation Team Chuck DeGrace

- Completed an implementation timeline that lists tasks, resources and deadlines to be met for an on-time delivery.
- The implementation method is under review for all on-line cities and towns and XML clients.
- Plans are being made for MAAP agent training. The objective is to complete the training as close to the roll out day to reduce the amount of information forgotten.

Action Items:	Person responsible:	Deadline:
• None		

VI. IT Issues Dennis Roffman

- CPI provided a $69,000quote to interface SPOTS to MAAP.

Action Items:	Person responsible:	Deadline:
• Seek funding for $69,000	Director Beecher	August 2003

VIII. Business Issues Dennis Roffman

- Negotiations are in progress with Primedia.
- A list of issues has been addressed with Director Beecher. All but two or three of the issues have been answered. These issues are listed in section VII of the meeting agenda.

Action Items:	Person responsible:	Deadline:
• Circulate issue resolutions at next steering committee meeting	Dennis Roffman	July 15, 2003
• Publish issue resolutions on web site	Brian Smith	June 30, 2003

IX. Project Contract & Funding Dennis Roffman

- Amendment E has been signed off. This amendment will not affect cost, its intent is to synchronize timelines for deliverables and tasks with the actual project.
- Amendment F has been drafted. This amendment includes changes to the scope of work.

Action Items:	Person responsible:	Deadline:
• Complete Amendment F	DOS/Bearing Point	ASAP

Next Meeting: July 15, 2003 at 10 Hazen Drive